

COVID-19 FACE COVERING POLICY

Rationale: EVERYONE on campus always has a shared responsibility and expectation to protect the safety and health of ALL occupants. As per the Centers for Disease Control and Prevention guidance, cloth face coverings have been proven to reduce the spread of Covid-19 when used by people in public settings. Cloth face coverings worn over the nose and mouth, serve as a protective barrier to prevent respiratory droplets from traveling into the air and onto other people when a person wearing the cloth covering coughs, sneezes, talk or raises their voice. To protect the SAFETY and HEALTH of ALL students, faculty and staff on campus, face coverings will be required, and the following Covid-19 Face Covering Policy will be implemented and enforced during the 2020-2021 school year.

FACE COVERING ZONE IS CAMPUS-WIDE	
Hallway Transitions	Main Office
Restrooms	Student Services Office
OFI Classroom	Guidance Office Area
Clinic	New Horizons Program Office
COVID-19 Isolation Room	School Bus
Before School Mass Gathering Locations (Cafeteria, Picnic Area, Gym, Media Center)	After School Dismissal Locations (Parent Drop-Off/Pick-up, Bus Ramp, Flag Pole Gate Area)
Portables	

CLASSROOM POLICY

Face coverings will be required in all classrooms. Face covering breaks will be determined and supervised by teachers. Face Covering Breaks will be conducted as per current CDC physical distancing guidelines.

SNACK POLICY

Face coverings may be removed for the consumption of food and beverages during breakfast. Face coverings will be placed back on when food consumption is complete. Seating will be assigned and limited to adhere to recommended CDC physical distancing guidelines.

NON-COMPLIANCE POLICY & PROCEDURES

1st Offense – Documented in FOCUS – Level 1 Offense – (Dress Code) – Office Disciplinary Referral	
Step 1:	Director/Staff Member will notify Student Services/Administration
Step 2:	Student will be escorted to isolation room
Step 3:	Parent/Guardian Contact and/or Conference will be conducted by Administration (Dean of Students, Assistant Principal or Principal)
Step 4:	Assigned Disciplinary Consequence: Student will be required to attend a Mandatory “Educational Consultation” with emphasis on Public Health & Safety/Personal Responsibility/SEL prior to their return to the regular classroom setting. Consultation will be conducted by a Guidance Counselor, New Horizons Program Counselor or Mental Health Counselor.
* Special Notes:	<ul style="list-style-type: none"> (1) If the student continues to be non-compliant, they will be placed in the Non-Compliance Isolation Area until parent/guardian pick-up or until they comply with the face covering policy. (2) If the offense is classified as a Level 2 Offense (Violation of Campus Safety Rules), additional Disciplinary Consequences will be assigned at the discretion of Administration.
2nd Offense – Documented in FOCUS – Level 2 Offense – (Defiance) – Office Disciplinary Referral	
Step 1:	Director/Staff Member will notify Student Services/Administration
Step 2:	Student will be escorted to isolation room
Step 3:	Parent/Guardian Contact and Notification of 2 nd Policy Violation will be conducted by Administration (Dean of Students, Assistant Principal or Principal). A request for Mandatory Enrollment in the Extended New Horizons Program (Social Emotional Learning Emphasis) for Behavioral Support. Program Enrollment paperwork will be provided.
Step 4:	Assigned Disciplinary Consequence: <ul style="list-style-type: none"> (1) Student will be enrolled in the school-based New Horizons Program (Social Emotional Learning Emphasis) (2) Student will be assigned 1 day of Opportunity for Improvement (OFI)
* Special Notes:	<ul style="list-style-type: none"> (1) If the student continues to be non-compliant, they will be placed in the Non-Compliance Isolation Area until parent/guardian pick-up or until they comply with the face covering policy. (2) If the offense is classified as a Level 2 Offense (Violation of Campus Safety Rules), additional Disciplinary Consequences will be assigned at the discretion of Administration.

3rd Offense – Documented in FOCUS – Level 2 Offense – (Violation of Campus Safety Rules) Office Disciplinary Referral

Step 1:	Director/Staff Member will notify Student Services/Administration
Step 2:	Student will be escorted to Student Services
Step 3:	Parent/Guardian Contact and Notification of 3 rd Policy Violation will be conducted by Administration (Dean of Students, Assistant Principal or Principal). In addition, a recommendation for enrollment in (School's) Digital Academy for the remainder of the 1 st semester, upon a 4 th Policy Violation. Notification of the DA recommendation and supporting intervention documentation will be sent to the District Office Personnel.
Step 4:	Assigned Disciplinary Consequence: (1) Student will be assigned 2 days of Opportunity for Improvement (OFI)
*Special Note:	If the student continues to be non-compliant, they will be placed in the Non-Compliance Isolation Area until parent/guardian pick-up or until they comply with the face covering policy.

4th Offense – Documented in FOCUS – Level 2 Offense – (Repeated Violation of Campus Safety Rules) Office Disciplinary Referral

Step 1:	Director/Staff Member will notify Student Services/Administration
Step 2:	Student will be escorted to Student Services
Step 3:	Parent/Guardian Contact and Notification of 4 th Policy Violation will be conducted by Administration (Dean of Students, Assistant Principal or Principal). In addition, they will be notified of the student's enrollment in (School's) Digital Academy for the remainder of the 1 st semester. Notification of the DA enrollment and supporting intervention documentation will be sent to the District Office Personnel (Divisional Director of Secondary Schools.)
Step 4:	Assigned Disciplinary Consequence: Dismissal from the extended day program.
*Special Notes:	If the student continues to be non-compliant, they will be placed in the Non-Compliance Isolation Area until parent/guardian pick-up or until they comply with the face covering policy.